CFAES Guidelines for Graduating With Research Distinction
(Non-Honors Program Members)

1. Students may complete a thesis within his/her major or in other disciplines, provided he/she has a faculty research advisor (who may be tenure-track, clinical, research, or auxiliary faculty). Lecturers and others who do not have faculty status may not serve as the designated research advisor.

2. The academic unit that enforces the thesis requirements will be the faculty research advisor’s home department (or school). Check with each academic unit for details. If the advisor’s home department does not offer undergraduate courses, the requirements of the student’s major apply.

3. A minimum overall GPA of 3.0 at the time of graduation is required. GPA requirements will be certified by the appropriate college in the final term before graduation.

4. Student must complete a research project and present in one of three options.
   a. At the CFAES Undergraduate Research Forum where at least two faculty will evaluate the project and the University Denman Undergraduate Research Forum where at least two faculty will evaluate the project.
   b. Have a traditional one-hour exam with project advisor, one other faculty member in the discipline, and a third faculty member of choice.
   c. Present at a regional, national, or international research conference where at least two faculty will evaluate the project. The preference is option “a” if at all possible.

5. To qualify for graduation with “Research Distinction,” the student must turn in the thesis proposal to the college office at least two semesters prior to graduation. The proposal must be signed by the faculty research advisor; this ensures that all parties have a common understanding of the proposed plan to complete a project document for a given graduation deadline.

6. Under semesters, course number 4999 will designate undergraduate research with distinction credits (non-honors), and course number 4999H will designate Honors research with distinction credits. Students will register for no more than six units of 4999 credit for the research project. This ensures that students and advisors are notified about how to qualify for the transcript designation, while documenting credit hours devoted to the thesis.

7. Acceptable standards for the written paper of the research thesis or project will be determined by the academic unit. Note that in some departments in which the thesis is a project or performance (e.g., Art, Architecture, Music), some type of written component also is required.

8. Students are required to submit their final written document in the searchable Knowledge Bank. The Knowledge Bank contains collections of reports, presentations, publications, and policies and procedures related to The Ohio State University’s implementation of an institutional repository. Students will be required to submit their final project document in the searchable Knowledge Bank for future references. To view other students projects, you can go to https://kb.osu.edu/dspace/handle/1811/166. Students can search by titles, authors, or date submitted. To register and upload your thesis, go to http://library.osu.edu/projects-initiatives/knowledge-bank/tools/submission-instructions-for-knowledge-bank-collections/knowledge-bank-submission-instructions-honors-theses/

9. Final approval of the project advisor must be submitted by Wednesday of the final week of classes the semester of graduation.
Thesis Proposal for “With Distinction”

I. Introduction to the Study
   A. What is the problem to be studied?
   B. How is this problem defined?
      1. Previous studies
      2. Library Research
      3. Background

II. Problem Identification and Justification
   A. Why is the study being made?
   B. What is to be gained from the study?
   C. Is the study necessary?

III. What are the Hypotheses or Objectives of the Study?
   A. Stated as measurable objectives
   B. Is there a difference because of the treatments given or some other reason?
   C. Are you going to test hypotheses?

IV. Procedures and Methodology
   A. Designs of the study
   B. Randomization
   C. Samples and sample sizes
   D. Statistical analysis of data
   E. Ex post facto research (after the fact)
   F. Replications needed
   G. Are all the objectives capable of being tested in the study?
   H. Is there time to complete the study?

V. Bibliography

VI. Budget

To be added once project is completed:
Literature Cited
Findings
Summary, Conclusions, Recommendations
GRADUATING WITH RESEARCH DISTINCTION APPROVAL FORM
COLLEGE OF FOOD, AGRICULTURAL & ENVIRONMENTAL SCIENCES
(Non-Honors Program Members)

Student: _________________________________________________________________________

Major _________________________   Current CPHR __________ E-Mail ___________________

The Graduating With Research Distinction Approval form is due to Dr. Steve Neal on or before the Wednesday of the last week of classes of the graduating term. Please also make sure the thesis has been submitted to the OSU Knowledge Bank before submitting this form.

THE RESEARCH ADVISOR AND STUDENT ARE TO COMPLETE THE FOLLOWING:

TERM PRECEEDING TERM OF GRADUATION

Select the option elected for the Project Exam

_____ CFAES Undergraduate and Denman Research Forums

_____ Traditional Exam

_____ Presentation at a Scientific Meeting

PLUS Submission to Knowledge Bank

AFTER EXAM APPROVAL

Project Uploaded to Knowledge Bank

_____ Yes

_____ No

Recommend with Research Distinction

_____ Yes

_____ No

Student was notified of recommendation

_____ Yes

_____ No

Project/Research Advisor Approval

Advisor Name (Printed) ___________________________ Advisor Signature ___________________________ Date __________

1. Cum Laude (3.50-3.69), Magna Cum Laude (3.7-3.89) or Summa Cum Laude (3.90 and higher) is based on the cumulative point hour ratio at the completion of the quarter preceding the term of graduation.

2. Graduating with Research Distinction is determined the last week of the term of graduation. Every Research Project Exam will have an oral portion and a written portion. The oral portion will be met by a traditional exam, CFAES and Denman competitions, or presentation at a scientific meeting, all including faculty participation and evaluation. The written portion will be called a project document, and the style of the final project document depends upon the student's Research Advisor and the department requirements. The student's performance on both portions and the quality of the project will be considered in determining a recommendation of with or without distinction in the major(s). The recommendation should be confirmed by the signature of the Research Advisor. The Research Advisor should notify the student of the outcome.

3. The research project is completed when the project document is uploaded to Knowledge Bank. All students must submit the final written project to the OSU Knowledge Bank. The instructions on how to do this are at http://library.osu.edu/projects-initiatives/knowledge-bank/tools/submission-instructions-for-knowledge-bank-collections/knowledge-bank-submission-instructions-honors-theses/. If the traditional exam option is elected, the student must submit a copy of the final report to the Examination Committee at least two working days prior to the oral examination.

4. The examination is normally given the last term or at the appropriate time for a student in the Agriculture-Graduate Program. Questions are not meant to ferret out details but to test a student's judgment and understanding of the field of study including the project. The examination is coordinated by the student's Research Advisor. If the Traditional Exam is selected there must be three faculty on the examining Committee. Presentation at the Denman Competition and the CFAES Undergraduate Research Forum will be evaluated by the project advisor and other faculty members who evaluate the project.

5. Agriculture-Graduate Combined BS/MS students - The final examination for the Master's degree will be conducted according to the regulations of the Graduate School.